

RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency City of Salisbury		Division/Unit Department of Internal Services/Finance - Payroll
ITEM NO.	DESCRIPTION	RETENTION
1.	Payroll Reports. --Payroll distribution, error listing register, direct deposit register, deduction register, hours proof listing.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
2.	Wage Attachments. --Wage attachments, District Court satisfaction of judgement, payroll deduction agreement, various states.	Retain for life of agreement plus 3 years, then destroy.
3.	Federal/State Tax Records. --W-3 transmittal of wage and tax statements, E4 annual survey of government employment, Maryland Quarterly, 941's. Deferred compensation plan (457), state employees credit union.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
4.	Direct Deposit Authorization. --Authorization form, copy of check (employee checking account), etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
5.	Child Support. --Child Support wage withholdings, memo to establish wage withholdings.	Retain for life of withholding, then destroy.

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MARYLAND STATE ARCHIVES

APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>August 29, 2006</u> SIGNATURE <u>Pamela B. Oland</u> TYPE NAME <u>Pamela B. Oland</u> TITLE <u>Director of Internal Services</u>	SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>25 May 07</u> SIGNATURE <u>Edward C. Saperstein</u>
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Agency		Division/Unit
City of Salisbury		Department of Internal Services/Finance - Payroll
ITEM NO.	DESCRIPTION	RETENTION
6.	Workers Compensation (third party sick pay). -Report of group claims paid, US tax information monthly report, premium invoice, correspondence.	Screen Annually. Destroy material having no further legal, administrative, fiscal or operational value. Non-Permanent file.
7.	W-2 Reports. -Year end payroll information used to create W-2 for employees.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
8.	Time Accumulation Reports. (Time Sheets)	Retain 3 years and until all audit requirements have been fulfilled, then destroy.